

Document Exchange Services

Send Transcription Report to Doctor

This feature allows transcribed CE reports to be sent in an electronic means via the Electronic Records Express website from the transcription company to the CE Doctor.

The transcriptionist will sign on to the Electronic Records Express Home Page using his/her username and password. Under the “Document Exchange Services” heading, select **“Send Transcription Report to Doctor”**. This will take the user to the page that allows the transcriptionist to send CE reports to the DDS.

Electronic Records Express Home—Send Transcription Report to Doctor

Electronic Records Express Home—Send Transcription Report to Doctor

11:55 AM Wednesday, January 02, 2008

Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 > Alpha CI

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Address <https://secure.ssa.gov/apps7/ERE/home.do> Go Links

Social Security Online **Electronic Records Express**

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Electronic Records Express Home
Welcome to Electronic Records Express

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Bulletin Board
Updated 12/19/2007
[What's New?](#)
[Email for more information](#) or call toll free: 1-866-691-3061

Ruth Trent
ruth.trent@ssa.gov
4109665484
[Log Out](#)

From here you can also:
[Modify your account information](#)
[Change your password](#)
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For your security, please log out and close all Internet windows when you are finished.

Shortcut to start.do (secure Web site)

start | Inbox - Microsoft Out... | Electronic Records Ex... | Document1 - Microsof... | Internet | 11:55 AM

Step 1—Select Doctor and DDS

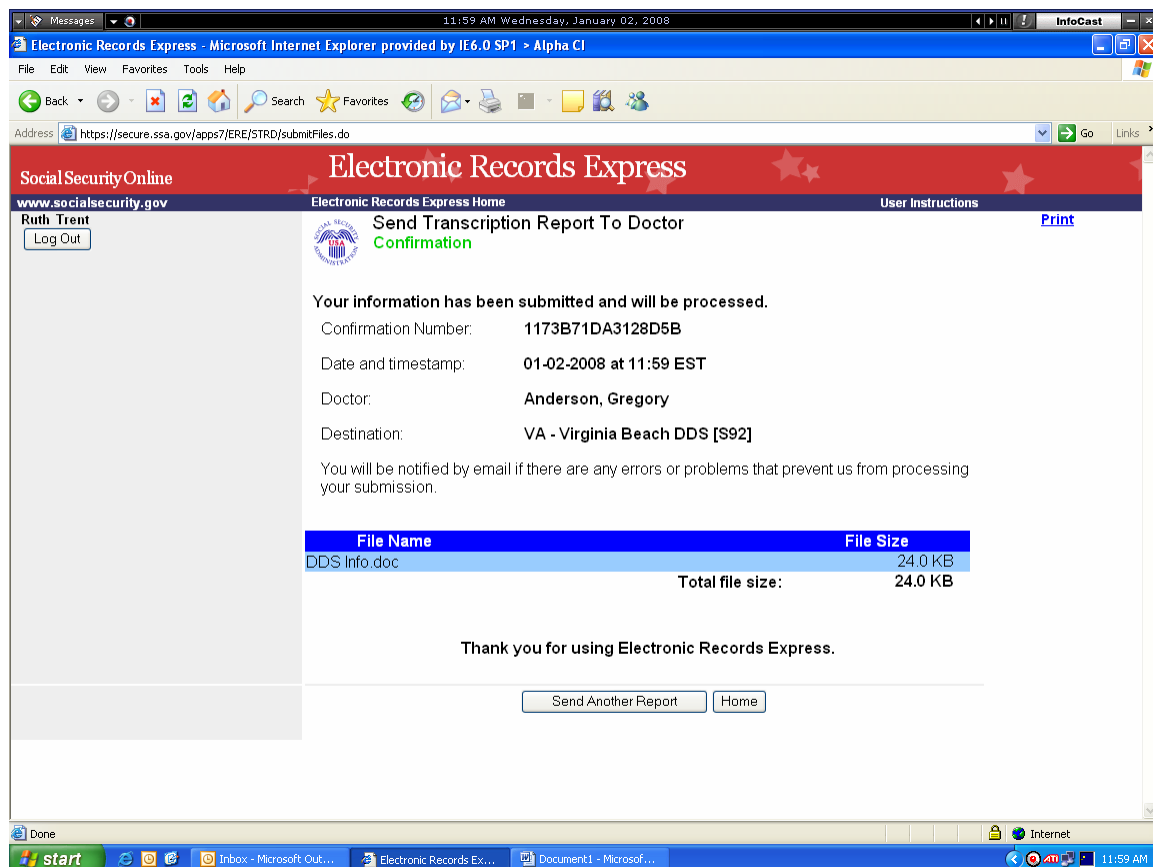
The screenshot shows the 'Electronic Records Express' website in a Microsoft Internet Explorer browser window. The page title is 'Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 > Alpha C1'. The address bar shows 'https://secure.ssa.gov/apps7/ERE/STRD/start.do'. The page has a red header with 'Electronic Records Express' and 'Social Security Online'. The main content area is titled 'Send Transcription Report To Doctor' and 'Destination and File Attachment'. It includes a 'Log Out' button for 'Ruth Trent', a 'Select a Doctor and DDS Destination:' section with dropdown menus for 'Doctor', 'State', and 'Destination', and an 'Attach and upload files:' section with a 'File 1:' input field, a 'Browse...' button, a 'Clear File 1' button, and an 'Add Another File' button. A 'Submit' button is at the bottom right. Two callout boxes are present: one pointing to the dropdown menus with the text 'Select the Doctor and DDS from the dropdown menus.', and another pointing to the 'Browse...' button with the text 'Select "Browse" to upload file.'

Step 1—Destination and File Attachment

- Select the Doctor for whom this CE Report is being sent from the dropdown. To search for a doctor in the text field, type the following format: Last Name, First Name. As each character is typed, the doctor list will be refreshed until the doctor wanted is found. Until found, it will still display [Select Doctor]. Continue to type in the search box OR select a doctor from the newly refreshed list.
- Select the State and Destination from the dropdowns. **A copy of the transcribed report will also be sent to the DDS if they have elected to receive a copy of the transcribed report.**
- Select the **“Browse”** button to select a file to send. (Do not send files that are password protected.) The “Choose file” window will appear on your screen.
- Locate the file you wish to send and click the file name with your mouse to highlight the file name. The document’s file name will be inserted into the “File name” box at the bottom of the “Choose file” window.
- Next click the **Open** button. The “Choose file” window will close and the Electronic Records Express website will show the file name displayed in the box to the left of the **“Browse...”** button.

- Select the **“Add Another File”** button to send additional files for this claimant.
- Select the **“Submit”** button to forward the information to the CE Doctor and DDS. Your file will be delivered to the doctor’s Electronic Records Express inbox and an email will alert him or her of the delivery.
- **A copy of the transcribed report will also be sent to the DDS if they have elected to receive a copy of the transcribed report.**

Step 2—Confirmation



Step 2—Confirmation

- After the website uploads, a confirmation page is displayed to notify you that the transaction has been submitted. A confirmation number is generated for your reference.
- In the unlikely event that you do not receive the “Confirmation” page, you should resubmit the information.

- If you continue to have transmitting problems, contact the Electronic Records Express Website Help Desk at EETechSupport@ssa.gov or 1-866-691-3061.
- If you have additional CE reports to submit, select "**Send Another Report**".

NOTE: It is **strongly recommended** that you print or take a screenshot of the Confirmation page for documentation.

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.